

Navy Advancement Center

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Advancement Handbook for Journalist (JO)

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Journalist (JO) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for JO3

Advancement Handbook for JO3

General JO Skill Area	Broadcasting
A skill you are expected to perform from the General Skill Area above:	Perform as radio announcer
Knowledge you should have to perform this skill:	<p>Identify the techniques used in radio and television announcing, to include:</p> <ul style="list-style-type: none"> • Preparing broadcast copy • Phrasing of broadcast copy • Marking copy for broadcast • Articulation and regionalism • Delivery methods • Voice and diction • Pacing and timing • Rates and transitions
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 13 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2 and 3 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 1 and 2 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 1 through 4
Exam Expectations. These are subject areas you should know to help you answer exam questions	You can expect questions on preparing and marking radio and television copy for broadcast; broadcast copy formats; and broadcast delivery methods.

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General JO <i>Skill Area</i>	Broadcasting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write broadcast scripts
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the requirements for writing, proofreading, and editing radio and television scripts, to include:</p> <ul style="list-style-type: none"> • Mechanics of broadcast writing • Structure of broadcast copy • Writing in the active voice • Format guidelines for writing radio and television information spots • Copy editing and proofreading radio and television scripts • Screening copy for libel/slander violations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 13 • <i>Associated Press Stylebook and Libel Manual</i>, Fully Updated Edition, 1992 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2, 3, and 7 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 1 through 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions	You can expect questions on radio and television copy format and style; use of names and titles in broadcast copy; reviewing copy for libel and slander violations; copy editing; proofreading; and broadcast writing mechanics.

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General JO <i>Skill Area</i>	Broadcasting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write radio news scripts
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize the required elements in radio and television news script writing, to include:</p> <ul style="list-style-type: none"> • Using the correct broadcast copy format • Selecting the dominant news elements • Preparing a strong summary lead paragraph • Putting the body in logical order • Writing the copy in the active voice • Selecting quotes and soundbites and verifying attribution • Verifying names and military titles
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 13 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 2 through 5 • DoD 5230.9, <i>Clearance of DoD Information for Public Release</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions	You can expect questions on writing broadcast news copy; required ingredients for a good radio news story; the 5 W's; using quotes and soundbites; providing attribution; developing the lead paragraph; sentence structure; and story development.

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General JO <i>Skill Area</i>	Broadcasting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct on-air radio operations
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>Recall the requirements for conducting on-air radio operations, to include:</p> <ul style="list-style-type: none"> • Producing and directing audio productions • Evaluating program music • Airing pre-recorded/satellite audio products • Mixing audio sources and monitoring levels • Searching music database records • Updating music inventory databases • Operating radio boards and automation systems • Programming and operating computerized radio audio systems • Announcing on-air broadcasts • Receiving and shipping program materials • Maintaining radio program logs and files
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 14 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 1 through 5 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 1, 2, 3, and 5
<i>Exam Expectations.</i> These	You can expect questions on radio broadcast

are subject areas you should know to help you answer exam questions	regulations; maintaining radio logs; radio programming and automation systems; updating music databases; studio operations; and handling radio program materials.
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General JO <i>Skill Area</i>	Broadcasting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce radio spots and radio music programs
<i>Knowledge</i> you should have to perform this skill:	<p>Recall information related to producing radio information spots, radio news stories, and on-air productions, to include:</p> <ul style="list-style-type: none"> • Mixing audio sources • Evaluating music/sound effect sources • Patching audio sources • Programming and operating computerized radio audio systems • Setting and monitoring audio levels • Editing digital and taped audio products • Writing and proofreading radio scripts • Editing audio productions • Producing and directing radio programs
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 13 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 2 through 5 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 2, 3, and 5 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2, 3, and 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on editing digital and taped audio products; mixing music, sound effects and audio sources; required formats for radio information spots and news stories; radio board operations; and radio programming.

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General JO Skill Area	Broadcasting
A skill you are expected to perform from the General Skill Area above:	Produce radio news programs and news stories
Knowledge you should have to perform this skill:	<p>Recall information related to producing local radio news stories and newscasts, to include:</p> <ul style="list-style-type: none"> • Conducting interviews • Developing story ideas • Writing radio news scripts • Operating radio studio equipment • Recording radio news interviews • Selecting audio soundbites • Mixing audio sources • Producing local radio news stories • Producing local radio newscasts
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 13 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 3, 4, and 5 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 2, 3, and 5 • <i>Associated Press Stylebook and Libel Manual</i>, Fully Updated Edition, 1992 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapter 7
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting radio interviews; interview types; editing audio tape and digital audio sources; writing radio news releases; using names and titles in broadcast copy; timing broadcast copy;

	and screening copy for libel and slander violations.
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General JO Skill Area	Broadcasting
A skill you are expected to perform from the General Skill Area above:	Conduct broadcast interviews
Knowledge you should have to perform this skill:	<p>Recall information related to conducting an opinion, information, or personality interview for radio or television broadcast, to include:</p> <ul style="list-style-type: none"> • Researching subject • Selecting interview technique (scripted, semi-scripted, or ad lib) • Formulating a list of questions • Evaluating resources • Checking interview equipment for proper operation • Arranging necessary transportation • Arranging studio/interview area • Recording interview for alibi/attribution
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 15 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 2 through 5 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 3 through 5 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapter 7
Exam Expectations. These are subject areas you should know to help	You can expect questions on the three types of broadcast interviews; interview formats and methods; recorded and live interviews;

you answer exam questions	and telephone and remote interviews correctly.
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General JO <i>Skill Area</i>	Broadcasting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct television on-air operations
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>Recall the following information related to television on-air operations, to include:</p> <ul style="list-style-type: none"> • Constructing television studio sets, props and studio lighting • Operating studio cameras • Operating television switcher, audio controls, and video tape recorders • Operating Shipboard Information Training and Entertainment (SITE) systems • Airing live satellite, local, and SITE systems programs • Cueing video tape • Airing pre-recorded video tape programs • Operating character generators • Writing, editing, and proofreading television rollers • Evaluating video taped productions • Producing/directing television newscasts and information programs
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 14 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 3 through 6 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 2 through 6

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on television studio lighting; studio camera operations; television programming; SITE television systems; character generator operations; directing video productions; and AFRTS program materials.</p>
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General JO Skill Area	Broadcasting
A skill you are expected to perform from the General Skill Area above:	Produce local television productions
Knowledge you should have to perform this skill:	<p>Recall the following information related to producing television productions, to include:</p> <ul style="list-style-type: none"> • Operating electronic news gathering (ENG) cameras and camcorders • Operating video tape recorders • Setting/monitoring audio and video levels • Putting control track on video tapes • Editing video tape • Setting studio lighting • Operating character generators • Producing television information spots • Producing television news video stories
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 2 through 6 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 2 through 5 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 14 • SECNAVINST 5120.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapter 2 • NAVEDTRA 12700, <i>Photography (Basic) Training Manual</i>, Chapter 13
Exam Expectations. These are subject areas	You can expect questions on setting audio and video levels; editing video tape;

you should know to help you answer exam questions correctly:	operating ENG cameras and camcorders; conducting television board and character generator operations; Setting studio lighting; and producing television news and information spot format formats.
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General JO Skill Area	Broadcasting
A skill you are expected to perform from the General Skill Area above:	Produce local television newscasts
Knowledge you should have to perform this skill:	<p>Recall information related to television news production, to include:</p> <ul style="list-style-type: none"> • Scripting and editing broadcast news and ENG copy • Operating studio, ENG, and remote cameras • Packing ENG equipment • Shooting ENG supporting videos • Setting studio/TV stands lighting • Setting up live broadcasting studio equipment • Mixing and monitoring audio and video sources • Editing video tape • Operating character generators • Announcing on-air broadcasts • Producing/directing television newscasts
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 14 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 4 through 6 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 2 through 6 • SECNAVINST 5120.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapter 2
Exam Expectations. These are subject areas	You can expect questions on studio, ENG, and remote camera operations; editing video

you should know to help you answer exam questions correctly:	tape; setting studio and remote lighting; mixing audio and video sources; identify TV studio positions and commands; and writing and editing broadcast news scripts.
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General JO Skill Area	Broadcasting
A skill you are expected to perform from the General Skill Area above:	Edit video tape
Knowledge you should have to perform this skill:	<p>Recall information related to editing video tape, to include:</p> <ul style="list-style-type: none"> • Operating video tape player/recorders • Previewing video tape for content • Placing control track on video tapes • Setting video and audio levels • Cueing video recordings • Editing video tapes • Mixing audio/video sources • Producing ENG stories • Producing television information spots and promotions
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 14 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 2 through 5 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 2 through 5 • NAVEDTRA 12700, <i>Photography (Basic)</i>, Chapter 13
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on videotape editing techniques; remote camera operations; mixing audio and video sources; and types and formats of television information spots.

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General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write basic news, sports, and feature stories
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the basic elements of a news story, to include:</p> <ul style="list-style-type: none"> • Distinguishing the dominant news elements in basic news stories • Explaining the significance of the news peg • Defining spot news • Defining created news • Recognizing the four main categories of Navy news stories • Write news, feature, sports and follow-up stories • Screening stories for copyright, Privacy Act, Freedom of Information Act, and libel/slander violations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 2 and 3 • <i>Associated Press Stylebook and Libel Manual</i>, Fully Updated Edition, 1992 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 2 through 5 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 1, 2, 4, and 5 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapter 7 • SECNAVINST 5720.42, <i>Department of the Navy Freedom of Information Act</i>

	<ul style="list-style-type: none"> • SECNAVINST 5211.5, <i>Personal Privacy and the Rights of Individuals Regarding Records Pertaining to Themselves</i>
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on writing hard news, follow-up, sports, feature, and accident stories; proofreading and copy editing; defining spot and created news stories; the classes of news stories; and screening for copyright, Privacy Act, Freedom of Information Act, and libel and slander violations.</p>

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General JO Skill Area	Publishing
A skill you are expected to perform from the General Skill Area above:	Write hard news and accident stories
Knowledge you should have to perform this skill:	<p>Identify the required elements of hard news and accident stories, to include:</p> <ul style="list-style-type: none"> • The elements of the inverted pyramid style of writing • The format for writing accident stories • Listing of casualties in accident stories • The rules for attribution • The advantages of using a summary lead for your story • The most common use of a feature lead • Using novelty leads • The importance of the identity lead • When it is practical to use an authority lead
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapters 2, 3, and 5 • DoD 5230.9, <i>Clearance of DoD Information for Public Release</i> • SECNAVINST 5870.6, <i>Copyright and Works of Authorship Prepared by Department of the Navy Personnel</i>
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on developing stories using the inverted pyramid style; identifying pertinent facts; writing the lead using the who, what, when, where, why, and how types of leads; using punctuation; and developing the bridge and body of the story.

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General JO Skill Area	Publishing
A skill you are expected to perform from the General Skill Area above:	Write magazine stories
Knowledge you should have to perform this skill:	<p>Recognize the major classes of magazines and the fundamentals of writing a magazine article, to include:</p> <ul style="list-style-type: none"> • The four major types of magazines • The seven basic types of magazine articles • The five steps of a magazine outline • The various components of a magazine article • The laws that pertain to magazine writing • Screening copy for Privacy Act and Freedom of Information Act violations
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 4 • <i>Associated Press Stylebook and Libel Manual</i>, Fully Updated Edition, 1992 • SECNAVINST 5120.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2, 3, and 7 • DoD 5230.9, <i>Clearance of DoD Information for Public Release</i> • SECNAVINST 5870.6, <i>Copyright and Works of Authorship Prepared by Department of the Navy Personnel</i>
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the various types of magazines available to market your stories; the four types of magazine articles; developing an outline; identifying the components required to write magazine articles; and magazine law as it pertains to

	the Navy journalist.
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General JO Skill Area	Publishing
A skill you are expected to perform from the General Skill Area above:	Screen copy for copyright, libel, and slander violations
Knowledge you should have to perform this skill:	<p>Recall the elements of copyright, libel, and slander violations and the requirements for Freedom of Information and Privacy Act protection, to include:</p> <ul style="list-style-type: none"> • The two types of libel • How slander is recognized • The defenses against libel • Rule for “Fair Use” of copyrighted material • The procedures used to obtain a copyright and the rules that apply to the copyright owner • The protection guaranteed by the Department of the Navy Freedom of Information Act and Privacy Act
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 10 • Associated Press Stylebook and Libel Manual, Fully Updated Edition, 1992 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapter 7 • SECNAVINST 5870.5, <i>Permission to Copy Materials Subject to Copyright</i> • DoD 5230.9, Clearance of DoD Information for Public Release • SECNAVINST 5211.5, <i>Personal Privacy and the Rights of Individuals Regarding Records Pertaining to Themselves</i> • SECNAVINST 5720.42, <i>Department of the</i>

	<i>Navy Freedom of Information Act</i>
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the various types of libel/slander and defenses against them; the Department of the Navy Privacy Act and Freedom of Information Acts; and copyright use and protection.

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General JO Skill Area	Publishing
A skill you are expected to perform from the General Skill Area above:	Publish command newspapers
Knowledge you should have to perform this skill:	<p>Recall the requirements for publishing a command newspaper, to include:</p> <ul style="list-style-type: none"> • The difference between funded and civilian enterprise (CE) newspapers • The steps required to request permission to publish a ship or station newspaper • The guidelines, procedures, and editorial policy pertaining to ship or station newspapers • The established guidelines for using Desktop publishing software to publish command newspapers
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 8 and 9 • SECNAVINST 5720.44A, Department of the Navy Public Affairs Policy and Regulations, Chapters 2 through 5 • <i>Associated Press Stylebook and Libel Manual</i>, Fully Updated Edition, 1992 • DoD 5230.9, <i>Stars and Stripes Newspapers and Business Operations</i> • SECNAVINST 5870.6, <i>Copyright and Works of Authorship Prepared by Department of the Navy Personnel</i> • OPNAVNOTE 5720.2 <i>Department of Defense Newspapers, Magazines, and Civilian Enterprise Publications</i>
Exam Expectations. These are subject areas you should know to help	You can expect questions about the differences between funded and CE newspapers; the steps required to request

you answer exam questions correctly:	permission to publish a ship or station newspaper; required elements of a ship or station newspaper; and guidelines, procedures, and editorial policy pertaining to ship or station newspapers.
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General JO Skill Area	Publishing
A skill you are expected to perform from the General Skill Area above:	Layout and design command newspapers
Knowledge you should have to perform this skill:	<p>Recall the requirements for performing newspaper layout and design, to include:</p> <ul style="list-style-type: none"> • The types of formats and individual newspaper elements • The techniques and concepts used in ship or station newspaper design • The objectives of newspaper makeup • The techniques for proofreading and copy-editing galley proofs • The techniques for analyzing the main points of a picture story • The principles of photo-offset printing and paste-up • The definition of Desktop publishing and its associated limitations and capabilities • Using computer software programs to layout and design command newspapers • The techniques for cropping and scaling photos for publication • The techniques for processing and downloading digital photography for publication • Localizing Navy news and the techniques for writing headlines and cutlines
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 8 and 9 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapter 2 • NAVEDTRA 12700, <i>Photography (Basic) Training Manual</i>, Chapters 8, 10, 11, and 12 • NAVSUP P100, <i>Navy Publication and</i>

	<i>Printing Regulations</i>
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on newspaper formats, required elements, design and makeup; printing and pasteup; cropping and scaling photos; processing and downloading digital photography; writing and editing headlines and cutlines; Desktop publishing; evaluating and localizing Navy news stories, and maintaining newspaper archives.

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General JO Skill Area	Publishing
A skill you are expected to perform from the General Skill Area above:	Crop and scale photos and artwork
Knowledge you should have to perform this skill:	<p>Recall the requirements for cropping and scaling photographs and artwork for publication, to include:</p> <ul style="list-style-type: none"> • The techniques for checking photos and artwork for security, accuracy, propriety, and policy violations • The rule of thirds as it pertains to cropping photographs and artwork • The three methods used to crop photographs • The techniques for scaling photos and artwork using a proportional scale • The techniques for scaling photos and artwork using the diagonal method • Processing and downloading digital photographs
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 8 • NAVEDTRA 12700, <i>Photography (Basic)</i> Training Manual, Chapters 5, 10, and 11 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2 and 3
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on checking photos and artwork for security, accuracy, propriety and policy violations; cropping methods; scaling photos and artwork; photo and artwork dimensions; processing and downloading digital photos; and marking photos/artwork for use in a publication.

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General JO Skill Area	Publishing
A skill you are expected to perform from the General Skill Area above:	Evaluate Navy news sources
Knowledge you should have to perform this skill:	<p>Identify the following Navy news sources:</p> <ul style="list-style-type: none"> • Navy-Marine Corps News • All Hands • Naval Aviation News • Surface Warfare Magazine • Navy News Service • Captain's Call Kits • Navy Editor Service • Navy Family Lifeline • Information For Your Use • Report to Congress • Public Affairs Planning Guide • Navy Talking Points • Navy Fact File
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A , <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapter 2 • SECNAVINST 5430.9, <i>Assignment of Public Affairs in the Department of the Navy</i> • DoD 5230.9, <i>Clearance of DoD Information for Public Release</i>
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the various types of Navy internal news sources and their target audiences.

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General JO Skill Area	Publishing
A skill you are expected to perform from the General Skill Area above:	Prepare command news releases
Knowledge you should have to perform this skill:	<p>Recall the required elements and releasing authority for the following types of Navy news releases:</p> <ul style="list-style-type: none"> • Standard Navy news releases • News advisories • Spot news announcements • New conferences • Interviews • Background briefings • Feature releases • Advance releases • Personal releases • Response to query
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 7 • SECNAVINST 5720.44A, Department of the Navy Public Affairs Policy and Regulations, Chapters 3 through 6 and Chapter 8 • SECNAVINST 5870.5, Permission to Copy Materials Subject to Copyright • SECNAVINST 5870.6, <i>Copyright and Works of Authorship Prepared by Department of the Navy Personnel</i>
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the format of Navy news releases; required elements of a Navy news release; proper releasing authority for certain types of Navy news releases; and the various types of Navy news releases.</p>

Advancement Handbook for JO3

General JO Skill Area	Publishing
A skill you are expected to perform from the General Skill Area above:	Organize a command Fleet Home Town News (FHTN) program
Knowledge you should have to perform this skill:	<p>Recall the requirements for organizing a FHTN program, to include:</p> <ul style="list-style-type: none"> • The responsibilities of the FHTN center • The most common hometown news categories • The methods used to promote the FHTN program • The correct method of processing FHTN material • Interpreting the policies regarding submission of FHTN hold files
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 17 • SECNAVINST 5724.3, <i>Instruction and Policy Concerning Fleet Home Town News Program</i> • SECNAVINST 5211.5, <i>Personal Privacy and the Rights of Individuals Regarding Records Pertaining to Themselves</i>
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the various types of FHTN releases; methods used to promote the FHTN program; processing command FHTN forms; the Privacy Act and how it pertains to FHTN releases, hold files, and news general releases.

Advancement Handbook for JO3

General JO Skill Area	Video Taping and Photography
A skill you are expected to perform from the General Skill Area above:	Perform basic still photography
Knowledge you should have to perform this skill:	<p>Recall the procedures for performing basic photography, to include:</p> <ul style="list-style-type: none"> • Identifying the basic parts of a 35mm single-lens reflex (SLR) camera • Recalling the operating procedures of the 35mm SLR camera • Recalling the basic theories of photographic lighting pertaining to outdoor lighting, indoor lighting, and electronic flash • Recalling the purpose of photographic filters • Identifying the components used to calculate photographic exposure • Recalling the methods used in coordinating individual and group photographs • Recalling the procedures for operating digital cameras • Using computer software programs to crop and scale digital photographs • Producing digital photography photo and feature layouts
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 11 • NAVEDTRA 12700, <i>Photography (Basic)</i> Training Manual, Chapters 3 through 5 and 10 through 13
Exam Expectations. These are subject areas	You can expect questions on operating 35mm SLR cameras; filters and lighting;

you should know to help you answer exam questions correctly:	calculating exposure; projection and contact printing; digital photography; shooting individual and group photos; and photocomposition.
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Advancement Handbook for JO3

General JO Skill Area	Videotaping and Photography
A skill you are expected to perform from the General Skill Area above:	Perform basic photojournalism skills
Knowledge you should have to perform this skill:	<p>Recall the requirements for performing basic photojournalism, to include:</p> <ul style="list-style-type: none"> • Identifying the elements of photo coverage • Recalling the differences between spot news and feature news photography • Identifying the elements of creating good photographs and the inherent security and safety considerations • Identifying the elements of a shooting script • Identifying the principles of photo composition • Recalling the various types of picture stories and their technical requirements • Identifying the techniques used to take sports photographs and record cutlines • Recalling the process of handling photos with historical or news value • Recalling the procedures for printing contact sheets and computer images • Identifying the techniques for processing and downloading digital photographs • Recalling how to crop and scale digital photographs using computer software programs
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 12 • NAVEDTRA 12700, <i>Photography (Basic)</i> Training Manual, Chapters 3 through 5 and 10 through 13

<p>Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the two types of news photographs; writing the shooting script; the required elements of photo composition; producing picture stories, photo and video features, and sports photography; writing cutlines; and handling photos with news or historical value.</p>
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Advancement Handbook for JO3

General JO Skill Area	Videotaping and Photography
A skill you are expected to perform from the General Skill Area above:	Operate remote video cameras
Knowledge you should have to perform this skill:	<p>Recall the requirements for videotaping command special events and ceremonies, to include:</p> <ul style="list-style-type: none"> • Packing electronic news gathering (ENG) camera and camcorder equipment • Adjusting camera white balance and evaluating filter settings • Attaching microphones and batteries and inserting video tape • Assessing available lighting • Setting up stand lighting kits • Recognizing the basic shot classifications • Checking audio and video levels • Recording events on video tape
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 14 • NAVEDTRA 12700, <i>Photography (Basic)</i> Training Manual, Chapters 6 and 13
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the operation of ENG cameras and camcorders; making filter adjustments and white balances; performing basic camera movements and techniques; adjusting lighting and selecting filters; and recognizing shot classifications, camera framing, and camera movement.</p>

Advancement Handbook for JO3

General JO Skill Area	Equipment Maintenance
A skill you are expected to perform from the General Skill Area above:	Perform general preventive maintenance on audiovisual equipment
Knowledge you should have to perform this skill:	<p>Recall the procedures for performing the following preventive maintenance tasks:</p> <ul style="list-style-type: none"> • Perform audio equipment functional checks • Clean heads on audio cart recorders • Clean heads on reel-to-reel recorders • Clean and inspect camera lenses • Perform video equipment functional checks • Clean audiovisual equipment and perform functional operation checks • Inspect power cords • Check camera, microphone, and recorder batteries • Clean slide projector, opaque projector, and overhead projector lenses • Clean computer screens and floppy drives
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 16 • DOD5120.20R, Management and Operation of Armed Forces Radio and Television Service (AFRTS), Chapters 7, 8, and 9
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on routine operation and maintenance of audiovisual equipment.

Advancement Handbook for JO3

General JO Skill Area	Public Affairs
A skill you are expected to perform from the General Skill Area above:	Administration
Knowledge you should have to perform this skill:	<p>Recall the following tasks related to Public Affairs administration:</p> <ul style="list-style-type: none"> • Draft a standard naval business letter • Maintain/update administrative files • Receive and reply to routine command correspondence • Receive and draft naval messages • Compile command Welcome Aboard brochures and command presentations • Maintain command photo/historical file • Submit command histories • Maintain/update official command and flag biographies • Update newspaper clip files • Maintain command Internet Home Page • Access and update Internet sites and computer bulletin boards files
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 16 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 4 through 7 • SECNAVINST 5216, <i>Navy Correspondence Manual</i> • NAVEDTRA 10298, <i>Yeoman 3 &2 Training Manual</i>, Chapter 5 • SECNAVINST 5720.47 <i>Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites</i>
Exam Expectations.	You can expect questions on drafting routine

These are subject areas you should know to help you answer exam questions correctly:	naval correspondence and naval messages; maintaining administrative files; compiling annual command histories; writing command and flag biographies; producing command presentations and welcome aboard brochures; and routine Public Affairs staff organization.
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Advancement Handbook for JO3

General JO Skill Area	Public Affairs
A skill you are expected to perform from the General Skill Area above:	Escort media at official events
Knowledge you should have to perform this skill:	<p>Recall the tasks related to escorting media representatives to special events and Navy ceremonies, to include:</p> <ul style="list-style-type: none"> • Preparing media information kits • Producing command presentations and informational brochures • Conducting ship or station tours • Escorting media representatives • Responding to media queries • Drafting news releases
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 16 • SECNAVINST 5720.44A, Department of the Navy Public Affairs Policy and Regulations, Chapters 3, 5, and 8 • DoD 5230.9, Clearance of DoD Information for Public Release • SECNAVINST 5430.97, Assignment of Public Affairs in the Department of the Navy • OPNAVINST 5720.21, Embarkation in U.S. Naval Ships
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on conducting ship or station tours and visits; responding to media queries; preparing command informational brochures and media kits; drafting news releases for external release; and producing command presentations.</p>

Advancement Handbook for JO3

General JO Skill Area	Public Affairs
A skill you are expected to perform from the General Skill Area above:	Conduct community relations programs
Knowledge you should have to perform this skill:	<p>Recall the required tasks related to escorting media and providing public affairs assistance during routine public affairs events, to include:</p> <ul style="list-style-type: none"> • Contingency and emergency response situations • Community relations special events • Official Navy ceremonies • Command special events and functions • Base visitations and orientation tours • Ship guest cruises, homecomings, and commissioning and decommissioning ceremonies • Organizing command static displays
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, Department of the Navy Public Affairs Policy and Regulations, Chapters 3 through 6 and Chapter 8 • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 16
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the guidelines for escorting media and VIPs at Navy ceremonies, special events, base visitations, and guest cruises; and providing media assistance during contingency situations and emergency operations.</p>

Advancement Handbook for JO3

General JO Skill Area	Technical Administration
A skill you are expected to perform from the General Skill Area above:	Schedule radio and television programs
Knowledge you should have to perform this skill:	<p>Recall the tasks related to radio and television scheduling, to include:</p> <ul style="list-style-type: none"> • Conducting an annual audience survey • Analyzing survey results • Producing radio and television schedules • Constructing daily program logs for day-to-day operations • Reviewing daily logs for content and accuracy • Recording broadcast log information • Maintaining radio and television program log files • Verifying receipt of AFRTS program materials and check for damage • Compile radio and television program logs
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 13 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 2 through 5 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 3 through 6
Exam Expectations. These are subject areas you should know to help you answer exam questions:	You can expect questions on preparing radio and television logs; maintaining program log files and statistics; scheduling local and canned programs; and conducting annual radio and television audience surveys.

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General JO Skill Area	Technical Administration
A skill you are expected to perform from the General Skill Area above:	Maintain program libraries
Knowledge you should have to perform this skill:	<p>Recall the requirements for maintaining and updating video and audio program libraries, to include:</p> <ul style="list-style-type: none"> • The radio record library • The radio card library • Files for radio computer systems • Video tape program libraries • Local video taped program files • ENG stock footage library • Local radio and television production libraries • Local radio music databases
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 2 through 5 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 2 through 6
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on maintaining local programming logs and related files; compiling data, and maintaining records and maintaining videotape libraries.

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General JO Skill Area	Technical Administration
A skill you are expected to perform from the General Skill Area above:	Receive and ship AFRTS program materials
Knowledge you should have to perform this skill:	<p>Recall the requirements for receiving, inventorying and shipping AFRTS program materials, to include:</p> <ul style="list-style-type: none"> • Television Weekly (TW) program units • Television Dependents (TD) program units • Television Priority (TP) program units • Radio Priority Unit (RPU) shipments • Radio Library (RL) program shipments • Radio Production (RP) program shipments • Television Library (TL) program shipments
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service</i> (AFRTS) Chapters 1 through 5 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 1 through 5 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 13 and 14
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the various types of AFRTS program materials; conducting programming inventories; and the requirements for receiving, handling, and shipping AFRTS program units.

Advancement Handbook for JO3

General JO Skill Area	Technical Administration
A skill you are expected to perform from the General Skill Area above:	Maintain and update ENG stock footage libraries
Knowledge you should have to perform this skill:	<p>Recall the requirements for maintaining and updating ENG stock footage libraries, to include:</p> <ul style="list-style-type: none"> • Logging and timing video segments • Creating and updating ENG stock footage computer data base files • Transferring daily ENG stock footage information into the main data base • Duplicating ENG stock footage tapes • Creating ENG stock footage files and reference materials
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapters 13 and 14 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 1 through 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on timing ENG stock footage stories; logging stock footage segments; compiling stock footage library data bases; duplicating ENG stock footage tapes; Creating stock footage files; and updating and maintaining ENG stock footage libraries.</p>

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General JO Skill Area	Technical Administration
A skill you are expected to perform from the General Skill Area above:	Create radio and television program logs
Knowledge you should have to perform this skill:	<p>Recall the requirements for creating radio and television program logs, to include:</p> <ul style="list-style-type: none"> • Schedule radio and television programs • Create broadcast log master sheets • Compile weekly broadcast schedules • Schedule command information (CI) spot breaks • Identify local station ID and CI spot break opportunities • Create broadcast logs master filing system • Compile broadcast logs information to be used with weekly, monthly, and quarterly station reports
References you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapters 13 and 14 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 1 through 5
Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect question on compiling daily and weekly broadcast schedules; identifying local CI and ID spot availabilities; formatting and compiling automation system programs; creating daily broadcast logs; compiling broadcast logs information; and creating broadcast logs computerized information data bases.</p>

Part 2

Advancement Handbook for JO2

Advancement Handbook for JO2

General JO <i>Skill Area</i>	Broadcasting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate video productions
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify the skills required to evaluate video programming for broadcast, to include:</p> <ul style="list-style-type: none"> • Checking audio and video levels • Approving television broadcast set designs and studio lighting • Approving video production scripts • Applying the principles of video tape editing • Verifying video tape editing techniques applied to video programs • Verifying the steps required to maintain continuity in video tape editing • Viewing and evaluating video production graphics
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 3 and 4 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 14 through 16 • NAVMEDIACENINST 3120.1, <i>Standard Organization and Regulations Manual of the Navy Broadcasting Service</i>

<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on setting audio and video levels; video production set design; studio lighting techniques; videotape editing principles; maintaining videotape-editing continuity; and video graphics design and production.
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Advancement Handbook for JO2

General JO <i>Skill Area</i>	Broadcasting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Design television studio sets
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the principles of designing video production sets, to include:</p> <ul style="list-style-type: none"> • Creating video production set design • Designing, constructing, and painting television production sets • Applying the techniques of three-point lighting as applied to set design • Setting-up and verifying studio microphones for proper operation • Verifying proper studio camera operations • Setting-up television video production intercom systems

<p><i>References you should study to gain the knowledge you need to perform this skill:</i></p>	<ul style="list-style-type: none"> • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 3 through 6 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 4 and 5 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 13, 14, and 15 • NAVMEDIACENINST 3120.1, <i>Standard Organization and Regulations Manual of the Navy Broadcasting Service</i>
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on television set design; studio lighting; setting up television video production intercom systems; and camera operations and techniques.</p>

Advancement Handbook for JO2

General JO <i>Skill Area</i>	Broadcasting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Produce and direct television productions
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the requirements for directing television video productions, to include:</p> <ul style="list-style-type: none"> • Recalling the procedures for setting up studio lighting • Verifying proper operation of studio cameras and microphones • Recognizing proper framing and composition for television camera shots • Testing studio intercom systems • Planning television production crew positions and responsibilities • Operating television control boards and video switchers • Recalling the established directing commands for live and recorded television productions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 1 through 7 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 2, 4 and 6 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 12 through 15

<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on production crew position responsibilities; television video camera framing and composition; directing commands; television control room equipment operations; and television studio lighting.
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Advancement Handbook for JO2

General JO <i>Skill Area</i>	Broadcasting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Direct television news productions
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize the required elements for directing live and pre-recorded television news productions, to include:</p> <ul style="list-style-type: none"> • Setting-up television news studio and lighting grids • Operating television news production studio cameras • Setting and monitoring audio levels • Operating control room equipment and vide tape recorders • Cueing and editing video tape • Identifying video news graphics needs • Previewing television news scripts • Directing television news production crews in studio operations • Using established directing commands

<p><i>References you should study to gain the knowledge you need to perform this skill:</i></p>	<ul style="list-style-type: none"> • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 3 and 4 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 4 and 5 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 13 through 15
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on operating television news control room equipment; directing commands; TV news production crew positions and functions; compiling and designing TV news graphics; and writing and proofreading television news scripts.</p>

Advancement Handbook for JO2

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Publish command newspapers (other than offset)

<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall the required elements of publishing a command newspaper, to include:</p> <ul style="list-style-type: none"> • Identifying the elements of newspaper design • The principles of modern newspaper design and layout • The principles of desktop publishing (DTP) for newspaper production • Cropping and scaling photographs • Drafting cutlines and headlines • Writing news, sports, and feature stories • Recalling the principles of photo feature layout and design • Creating newspaper pages using DTP software • Identifying the techniques applied to using pica poles and proportional wheels for newspaper measurement • Calculating copy length and determining headline size and depth
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 2 through 9 • NAVEDTRA 12700, <i>Photography (Basic)</i>, Chapters 10 and 11 • OPNAVNOTE 5720, <i>Department of Defense Newspapers, Magazines, and Civilian Enterprise Publications</i> • DoD 5122.11, <i>Stars and Stripes Newspapers and Business Operations</i> • DoD 5230.9, <i>Clearance of DoD Information for Public Release</i> • SECNAVINST 5870.6, <i>Copyright and Works of Authorship By Department of the Navy Personnel</i>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the principles of newspaper design and layout; creating newspaper pages using desktop publishing software; writing and editing headlines; creating photo ready copy; measuring news copy; newspaper publication guidelines; proofreading and copy editing; basic news writing; and cropping and scaling photographs.</p>
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Advancement Handbook for JO2

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Research marketing opportunities
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall the basic steps for researching media marketing opportunities for Navy news and feature material, to include:</p> <ul style="list-style-type: none"> • Recognizing professional telephone techniques • Maintaining and updating media contact lists • Identifying Navy outlets for internal news and magazine stories • Recalling deadlines and design formats of civilian media publications • Identifying the required elements for releasing Navy news and feature material to civilian outlets • Screening Navy news releases and feature material for Privacy Act and libel/slander violations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 3 through 7 and Chapter 16 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 3, 4, 5, 7, and 10 • DoD 5122.10, <i>American Forces Information Service (AFIS)</i> • DoD 5230.9, <i>Clearance of DoD Information for Public Release</i> • DoD 5500.7R, <i>Standards of Conduct</i>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on maintaining media contact lists; guidelines for Navy news and feature material release; the Privacy Act; screening Navy news releases for libel and slander violations; Navy internal media markets; marketing Navy news and feature material; news, photo feature and magazine story formats; cutline and headline writing; copy editing; and professional ethics for dealing with the news media.</p>
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Advancement Handbook for JO2

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Proofread newspaper stories
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify the required elements for proofreading newspaper stories, to include:</p> <ul style="list-style-type: none">• Proofreading for newspaper style violations• Copy editing• Writing newspaper headlines• Writing photo cutlines and captions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i> , Chapters 6, 8, and 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on copy editing and proofreading newspaper stories; writing and editing newspaper headlines; and writing and editing photo cutlines and captions.

Advancement Handbook for JO2

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate news coverage
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify the required steps to coordinate official news coverage of command events, to include:</p> <ul style="list-style-type: none"> • The ground rules for escorting news media at official command events • The procedures for organizing a command news conference • The proper release authority for various types of Navy news • The procedures for releasing information on emergency and contingency operations • Drafting command bulletins, advisories, and news releases • Responding to media queries and on-camera interview questions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 1 through 4 and chapter 8 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 2, 3, 5, 6, 7, and 16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on escorting news media on board Navy ships; drafting official news releases; organizing news conferences; the procedures for release of information on emergency and contingency operations; handling media queries; and media interview techniques.

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General JO skill Area	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Create, design, layout, and edit command cruise books
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify the required elements to produce command cruise books, to include:</p> <ul style="list-style-type: none"> • Designing cruise book layout • Selecting photographs for publication • Cropping and scaling photographs • Preparing, marking, and editing copy • Creating photo ready copies and galley proofs • Screening galley and page proofs for legal, privacy act, and security violations • Proofreading galley and page proofs • Writing photo cutlines
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapters 8 through 12 • NAVEDTRA 12700, <i>Photography (Basic)</i>, Chapters 5, 6, 7, 11, and 12 • OPNAVNOTE 5720, <i>Department of Defense Newspapers, Magazines and Civilian Enterprise Publications</i> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 5 and 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on cruise book layout and design; selecting photographs for publication; cropping and scaling photos; producing galley and page proofs and camera ready copy; writing photo cutlines; and screening photos and copy for security, legal, and privacy act violations.</p>

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General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Operate and maintain command world wide web (WWW) sites and Home Pages
<i>Knowledge</i> you should have to perform this skill:	<p>Recall how to operate and maintain a command world wide web (WWW) site and home page, to include:</p> <ul style="list-style-type: none"> • Screening material for legal concerns • Designing command web site pages • Uploading digital images • Uploading text and graphics • Updating command historical and operational information • Receive, draft, and send electronic mail • Conduct research over the Internet
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.47, <i>Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites</i> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 3, 5, and 7
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on creating, maintaining, and updating command web sites and home pages; uploading digital images, text, and graphics; screening material for Privacy Act, copyright, and libel and slander violations; and designing web site pages.

Advancement Handbook for JO2

General JO <i>Skill Area</i>	Videotaping and Photography
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate photograph quality
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the necessary steps for screening and examining photographs for release, to include:</p> <ul style="list-style-type: none"> • Writing cutlines • Cropping and scaling photographs • Screen photos for Privacy Act and security violations • Creating photo ready copies
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapters 11 and 12 • NAVEDTRA 12700, <i>Photography (Basic)</i>, Chapters 5, 6, and 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on writing cutlines; cropping and scaling photographs; creating photo ready copies; and screening photographs for Privacy Act and security violations.

Advancement Handbook for JO2

General JO <i>Skill Area</i>	Videotaping and Photography
A <i>skill</i> you are expected to perform from the General Skill Area above:	Photograph command functions and ceremonies
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for photographing and videotaping command functions and ceremonies, to include:</p> <ul style="list-style-type: none"> • Change of Command ceremonies • VIP visits and media embarks • Contingency and emergency operations • Official command ceremonies • Intramural and base sports events • News events and accidents • Photo and video feature stories
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i> , Chapters 11 through 15
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on photographing and videotaping command functions and ceremonies, camera settings and lighting techniques, covering Navy accidents and news events, and sports photography.

Advancement Handbook for JO2

General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Research media inquiries responses
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the steps required to respond to media queries and draft query responses. Specific areas of concentration should include:</p> <ul style="list-style-type: none"> • Recognizing the important elements of the media query • Researching the data • Screening request for Privacy Act and Freedom of Information Act protection • Preparing media query responses • Proofreading and edit material • Finalizing media query responses • Filing a copy of responses in the media query file
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2 through 8 • SECNAVINT 5430.97, <i>Assignment of Public Affairs in the Department of the Navy</i> • NAVEDTRA 12704, <i>Journalist 3&2</i>, Chapters 1, 2, 7, and 10 • SECNAVINST 5211.5, <i>Personal Privacy and the Rights of Individuals Regarding Records Pertaining to Themselves</i> • SECNAVINST 5720.42, <i>Department of the Navy Freedom of Information Act</i>

<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the method of receiving and handling media queries; drafting media queries responses; and maintaining media query files and logs.
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Advancement Handbook for JO2

General JO <i>Skill Area</i>	Public Affairs
<i>A skill</i> you are expected to perform from the General Skill Area above:	Respond to public information queries
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the required elements of responding to various types of information requests received from the public. Balance the reply with the following guidelines:</p> <ul style="list-style-type: none"> • Requests for command historical data • Requests for exhibits and static displays • Guest speakers • Base and command tours and special visits • Navy participation in civilian ceremonies • Requests for special visits by civilian dignitaries • Requests for photos, brochures, and command historical data • Brief command officials on command policy for media interviews
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2 through 8 • NAVEDTRA 12704, <i>Journalist 3&2</i> , Chapters 7, 10, and 16

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on receiving queries from the public; processing requests for command tours and visits; requests for Navy participation in civilian ceremonies; setting up command static displays and exhibits; handling DV visits; responding to requests for Navy speakers; and responding to requests for command photos, brochures, and historical data.</p>
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Advancement Handbook for JO2

General JO <i>Skill Area</i>	Public Affairs
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Compile annual command histories</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall the requirements for compiling the annual command history report for your command. Specific items of concentration include:</p> <ul style="list-style-type: none"> • Format • Photographic and visual support • Chronological calendar • Retaining copies of annual report • Deadline for submission
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • OPNAVINST 5750, <i>Command Histories</i> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 4 through 6

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the deadline for submitting the annual command history; its format and design; filing deadlines; and required photographic and visual support.</p>
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Advancement Handbook for JO2

General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establish Command Information Bureaus
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify the required steps to establish a command information bureau to handle contingency and emergency operations, to include:</p> <ul style="list-style-type: none"> • Coordinating accident/incident news coverage • Outlining procedures for dealing with mass casualties and contingency situations • Coordinating media relations • Briefing officials on the procedures for releasing information to the media • Scheduling news conferences and media updates • Organizing a command information bureau office • Escorting media representatives
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 1, 2, 3, 7, 8, and 9 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 7 and 16 • SECNAVINST 5430.97, <i>Assignment of Public Affairs in the Department of the Navy</i>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the principles for media coverage; DoD media pools; publicizing Navy contingencies and emergencies; dealing with mass casualties; scheduling news conferences; escorting media; media embarks; CIB organization; and arranging news coverage.</p>
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Advancement Handbook for JO2

General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft public affairs directives
<i>Knowledge</i> you should have to perform this skill:	<p>You should identify the steps required to draft routine public affairs directives and correspondence, to include:</p> <ul style="list-style-type: none"> • Routine Navy letters • Public Affairs memorandums • Public Affairs plans and directives • Electronic mail • Naval messages • Media queries
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 1, 2, 3, 6, and 8 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapter 16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on drafting routine public affairs directives and correspondence; receiving and sending electronic mail; writing and handling public affairs message traffic; and handling media queries.

Advancement Handbook for JO2

General JO <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Screen programming for host nation sensitivities and legal concerns
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall the steps required for screening programming to protect host nation sensitivities, to include:</p> <ul style="list-style-type: none"> • The three types of AFRTS listening audiences overseas • The legalities involved in conducting AFRTS broadcast operations in foreign countries • The four general categories of broadcast sensitivities • Avoiding problems concerning host nation sensitivities in locally-produced programs • The procedures for interacting with American embassies overseas in relation to host nation sensitivities • Screening print products for security and host nation sensitivity violations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 10, 14, and 15 • DoD 5230.9, <i>Clearance of DoD Information for Public Release</i>

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the various types of AFRTS listening audiences; AFRTS broadcast and legalities for overseas outlets; and the four general categories of host-nation broadcast sensitivities; and screening print products for security and host nation sensitivity violations.</p>
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Advancement Handbook for JO2

General JO <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Format broadcast schedules
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>Recall the guidelines and procedures for compiling and formatting broadcast schedules, to include:</p> <ul style="list-style-type: none"> • Evaluating radio programming • Scheduling radio dayparts • Mixing satellite radio feeds into daily schedules • Inserting local command information spots • Creating television broadcast schedules • Inserting local command information TV spots and promos • Creating broadcast logs

<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapters 15 and 16 • DoD 5120.20R, <i>Management and Operation of Armed Forces Radio and Television Service (AFRTS)</i>, Chapters 3, 4, 5, and 13 • DoD 5120.20R, Appendix F, <i>Armed Forces Radio and Television Service (AFRTS) Program Materials</i>, Chapters 1 through 5
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the techniques of compiling broadcast schedules; formatting radio and television dayparts; inserting local command information spots and promos; and mixing satellite radio and television sources.</p>

Part 3

Advancement Handbook for JO1

Advancement Handbook for JO1

General JO skill Area	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Edit magazine stories
<i>Knowledge</i> you should have to perform this skill:	<p>Recall how to verify the content of magazine stories, to include:</p> <ul style="list-style-type: none"> • Format and design • Story structure and content • Magazine law and legalities • Writing for consumer publications • Writing for trade, technical, and professional and business journals • Writing for company and house organs • Writing for service-oriented organizations • Writing for the internal Navy audience • Proofreading and copy editing magazine story drafts • Identifying the requirements for including photos with magazine releases • Marketing magazine stories to civilian media outlets
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 4 and 5 • NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i>, Chapters 2 through 7 • SECNAVINST 5870.6, <i>Copyright and Works of Authorship Prepared by Department of the Navy Personnel</i> • DoD 5230.9, <i>Clearance of DoD Information for Public Release</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you	You can expect questions on the various types of magazine stories; story format and structure; marketing photos with magazine

answer exam questions correctly:	stories; proofreading and copy editing; the four types of magazine publications; and the requirements for releasing magazine stories to internal and external outlets.
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Advancement Handbook for JO1

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Proofread and copy edit magazine stories
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recognize:</p> <ul style="list-style-type: none"> • Basic magazine writing style violations • Cropping and scaling techniques for photos • The Privacy Act, copyright, and libel and slander laws pertaining to magazine writing • The differences between personality sketches, confession, utility, and personal experience stories • Techniques for marketing magazine stories to internal and external markets
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12706, <i>Journalist 1&C</i> Training Manual, Chapters 2, 3, and 4 • NAVEDTRA 12704, <i>Journalist 3&2</i>, Training Manual, Chapters 2 through 7 and 10 • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2, 3, 5, 7, and 8 • SECNAVINST 5211.5, <i>Personal Privacy and the Rights of Individuals Regarding Records Pertaining to Themselves</i> • SECNAVINST 5870.5, <i>Permission to Copy Materials Subject to Copyright</i> • DoD 5230.9, <i>Clearance of DoD Information for Public Release</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you	You can expect questions on the elements of writing magazine stories for publication; the types of magazine stories; proofreading and

answer exam questions correctly:	copy editing; cropping and scaling photos for release; internal and external magazine story outlets; and legal matters pertaining to magazine stories.
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Advancement Handbook for JO1

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write and edit newspaper headlines, cutlines, and photo captions
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the characteristics of various newspaper headlines, cutlines, and photo captions, to include:</p> <ul style="list-style-type: none"> • Caps and lowercase headlines • Down-style headlines • Banner headlines • Crossline headlines • Side heads and kickers • Standing headlines • Jump headlines • Hammer and tripod headlines • Wicket and novelty headlines • Cutline and caption components • Cutline and caption layout • Datelines
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i> , Chapter 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the various types of headlines and their functions; headline makeup; writing cutlines; cutline components; writing and editing photo captions; and newspaper production pertaining to headlines, cutlines, datelines and photo captions.

Advancement Handbook for JO1

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write full-length photo feature stories
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the required elements for writing full-length photo feature stories, and taking support photos, to include:</p> <ul style="list-style-type: none"> • Recall the basic elements of news and feature photos • Identify the requirements for writing a shooting script • Recall the principles of basic photo composition • Recognize the use of compositional lines and lighting for photos • Identify the requirements of writing an Illustrated Text picture story • Identify the requirements of writing a Photo-Text Combination story • Identify the requirements of writing a Pure-Picture Story • Recognize the requirements for taking sports, news, and feature photos and writing support stories
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapter 12 • NAVEDTRA 12700, <i>Photography (Basic)</i> Training Manual, Chapters 1 through 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the various types of photo feature stories; photo feature layout and design; basic photo composition; basic sports, news and feature photography; and the use of compositional lines and lighting in photography.

Advancement Handbook for JO1

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Draft official command news releases
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall the requirements for drafting official command news releases, to include:</p> <ul style="list-style-type: none"> • Updating media contacts lists • Maintaining media query logs and files • Developing ground rules for media visits • Preparing official command news releases and news bulletins • Conducting media after-action interviews • Preparing public affairs brief papers • Identifying internal and external news media outlets • Writing, producing, and anchoring radio beeper reports
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 1 through 8 • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 2 through 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You should be able to answer questions on the format for Navy news releases; receiving and responding to media queries; maintaining media query logs and files; conducting media interviews; recognizing internal and external media outlets; and radio beeper reports.</p>

Advancement Handbook for JO1

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Proofread newspaper galley and page proofs
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the necessary steps to proofread command newspaper galley and page proofs prior to publication, to include:</p> <ul style="list-style-type: none"> • Newspaper layout and design • Story format and design • Photo identification • Spelling and grammar • Copy continuity and style • Headline writing • Privacy Act and Libel/Slander violations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12704, <i>Journalist 3&2 Training Manual</i> , Chapters 4, 5, and 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions that deal with all types of proofreading and copy editing.

Advancement Handbook for JO1

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Research media marketing opportunities
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the basic steps for researching media marketing opportunities for Navy news and feature material, to include:</p> <ul style="list-style-type: none"> • Recognize professional telephone techniques • Maintain and update media contact lists • Identify Navy outlets for internal news and magazine stories • Recall deadlines and design formats of civilian media publications • Identify the required elements for releasing Navy news and feature material to civilian outlets • Screen Navy news releases and feature material for Privacy Act and libel/slander violations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 12704, <i>Journalist 3&2</i> Training Manual, Chapters 3 through 7 and Chapter 16 • SECNAVINST 5720.44A, <i>Public Affairs Policy and Regulations</i>, Chapters 3, 4, 5, 7, and 10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on maintaining media contact lists; guidelines for Navy news and feature material release; the Privacy Act; screening Navy news releases and feature material for libel/slander violations; Navy internal media markets; marketing Navy news and feature material; news, photo feature and magazine story formats; copy editing and</p>

	proofreading; and professional ethics requirements for dealing with the news media.
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Advancement Handbook for JO1

General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate media inquiries responses
<i>Knowledge</i> you should have to perform this skill:	<p>You should recognize the guidelines for coordinating responses to media queries, to include:</p> <ul style="list-style-type: none"> • DoD policy for information release • The principles pertaining to the release of information under the Privacy Act and Freedom of Information Act • The elements of receiving media queries • The various types of attribution and when they are used • The requirements for on-camera interviews • The techniques for preparing and delivering radio beeper reports • Releasing accident/incident information • The methods available for responding to media queries, including FAX machines, electronic mail, telephone, and regular mail
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2 through 8 • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 2 through 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on coordinating news coverage; media queries; news releases and interviews; responding to media queries; the various types of attribution; accident and incident news releases; and the Privacy Act and Freedom of Information Act.

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Advancement Handbook for JO1

General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write annual command histories
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the requirements and procedures for writing annual Command History reports, to include:</p> <ul style="list-style-type: none"> • Deadlines for submission of annual reports • Command History structure and format guidelines • Requirements for attaching support documents • Guidelines for compiling an annual chronological calendar
<i>References</i> you should study to gain the knowledge you need to perform this skill:	OPNAVINST 5750.12, <i>Command Histories</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the structure and format of annual Command History reports; deadlines and requirements for submission; developing a chronological calendar of events; attaching support documents; and procedures for forwarding command histories to higher authority.

Advancement Handbook for JO1

General JO <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write, conduct, and evaluate command surveys
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the requirements for writing and conducting command print and broadcast surveys and evaluating and compiling survey results, to include:</p> <ul style="list-style-type: none"> • Developing an overall goal that you would like the survey to accomplish • Identifying the target audience to be surveyed • Identifying the types of survey questions to be used • Composing survey questions • Recalling the procedures for compiling survey data • Identifying the means of disseminating the survey to the audience • Compiling survey responses and publishing survey results
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 12706, <i>Journalist 1&C</i> Training Manual, Chapter 9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the methods used to determine the target audience for surveys; the various types of survey questions; survey formats; and compiling survey responses and data.

Advancement Handbook for JO1

General JO <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Implement hazardous material (HAZMAT) waste disposal methods
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the requirements for handling, storing, and disposing of hazardous materials, to include:</p> <ul style="list-style-type: none"> • Photographic film solutions and chemicals • Chemical cleaners and cleansing materials • Paints and ink • Wax, glue, and polish • Emergency generator fuel and oil • Related hazardous materials
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapter 8 • NAVEDTRA 12018, <i>Basic Military Requirements</i>, Chapters 18 and 19
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper method of handling and disposing of hazardous materials relating to public affairs work centers and radio and television broadcast outlets.

Part 4

Advancement Handbook for JOC

Advancement Handbook for JOC

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Proofread and edit command newspapers
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the tasks required to proofread command newspaper stories and public affairs products, to include:</p> <ul style="list-style-type: none"> • Screening copy for copyright violations • Checking copy for libel and slander violations • Verifying copy is written to accepted style and format • Ensuring public affairs products have been approved through the chop chain • Screening public affairs products for violations of the Privacy Act
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2, 3, and 5 through 8 • DoDINST 5120.2, <i>Department of Defense Newspapers, Magazines, and Civilian Enterprise Publications</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on screening copy for Privacy Act, libel/slander and copyright violations; newspaper style violations; and releasing public affairs products to the media.

Advancement Handbook for JOC

General JO <i>Skill Area</i>	Publishing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Construct Command World Wide Web (WWW) Site and Home Pages
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the required tasks to construct a command world wide web (WWW) site and maintain command home pages, to include:</p> <ul style="list-style-type: none"> • Setting policy for posting material on command WWW sites and home pages • Verifying posted material is screened for Privacy Act, Libel/Slander and copyright violations prior to posting • Selecting photographs and graphics • Designing command web site pages • Updating and posting command historical data • Receiving and responding to electronic mail
<i>References</i> you should study to gain the knowledge you need to perform this skill:	SECNAVINST 5720.47, <i>Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements for constructing a command world wide web site and home pages; screening material for Privacy Act, libel/slander and copyright violations; selecting photos and graphics; designing and formatting web site home pages; and posting and updating command information and historical data.

Advancement Handbook for JOC

General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Research, write, and deliver speeches
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify the requirements to research, write, and deliver the following types of Navy speeches:</p> <ul style="list-style-type: none"> • To secure goodwill • To convince • To actuate • To entertain • To inform • To introduce • Impromptu • Memorization • Manuscript • Extemporaneous
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 3 and 4 • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 4, 5, and 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should be able to identify the six types of Navy speeches and the four types of delivery methods; the requirements for using audio-visual support material; how to research speech topics; the format for writing various types of Navy speeches; and speech delivery methods.

Advancement Handbook for JOC

General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate a command Media Relations Program
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the requirements for coordinating a command Media relations Program, to include:</p> <ul style="list-style-type: none"> • Developing media query handling and processing procedures • Approving and releasing command media releases • Scheduling and coordinating news conferences and media availabilities • Coordinating media visits and media embarks • Escorting media at official Navy ceremonies and special events, and during contingency situations • Establishing command policy for escorting distinguished visitors (VIPs)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i> , Chapters 2, 3, 4, 6, and 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on coordinating a command media relations program, including setting command policy for reviewing and responding to media queries; scheduling and coordinating news conferences; escorting media at official Navy functions and contingencies; and escorting VIPs.

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General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate media embarks
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the requirements for coordinating news media embarks, to include:</p> <ul style="list-style-type: none"> • Arranging media transportation • Scheduling media orientation briefings • Arranging media quarters/berthing • Assigning tour guides • Setting up media work spaces and phone lines • Providing special considerations for electronic media • Organizing ship or station tours and orientation flights • Scheduling interviews with command personnel • Arranging for publicity
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2 through 5, and Chapter 8 • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 2 through 5, and Appendix I through VII • OPNAVINST 5720.2, <i>Embarkation in U.S. Naval Ships</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements for setting up for and conducting media embarks; ship or station tours and orientation flights; interviews and news conferences; and arranging publicity.

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General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write, update, and draft public affairs plans and directives
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify the requirements for writing, updating, and drafting public affairs instructions, plans, and directives, to include:</p> <ul style="list-style-type: none"> • Routine public affairs correspondence • Point papers • Public affairs briefing papers • Command instructions • Command notices • Public affairs plans • Naval messages • SITREP and CASREP reports • Standard Operating Procedures (SOPs) • Public Affairs 5050s
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5216, <i>Navy Correspondence Manual</i> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 3 through 6 • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 1, 2, and 7 • NAVMEDIACENINST 3120.1, <i>Standard Organization and Regulations Manual of the Navy Broadcasting Service</i>
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the various types and formats of public affairs instructions and directives; Navy correspondence; and writing public affairs plans and instructions.

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General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct public affairs briefings
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the requirements for conducting public affairs briefings and presentations, to include:</p> <ul style="list-style-type: none"> • Conducting community relations briefs • Conducting command orientation presentations and briefs • Briefing command personnel on dealing with the media • Briefing command personnel and public affairs staff personnel on conflicts of interest • Organizing media briefs and news conferences • Briefing public affairs staff on standards of conduct
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DoD Directive 5500.7, <i>Standards of Conduct</i> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 1 through 7 • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 2 through 5 and Appendix I through VIII
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements for preparing public affairs briefs and presentation; training personnel on dealing with the media; organizing media briefs and news conferences; briefing civilian civic groups on military matters; and creating public affairs audio-visual

	presentations.
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General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate Navy public affairs projects
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall the requirements for coordinating Navy public affairs projects, to include:</p> <ul style="list-style-type: none"> • Base visitations, tours, and embarks • Guest and family cruises • Static displays and special events • Community relations projects • Ship commissioning and decommissioning ceremonies • Change of command and related Navy ceremonies • Command and Joint Information Bureaus • Contingency response and emergency operating procedures • Overseas community relations • Host nation sensitivities • Command Internet web sites/home pages
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2 through 7 • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 2 through 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on coordinating host nation sensitivities; overseas community relations; guest cruises; tours, and embarks; static displays and special events; official Navy ceremonies; ship

	commissionings and decommissioning ceremonies; and Command and Joint Information Bureaus operations.
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General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Write public affairs annexes
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the requirements for drafting public affairs annexes for routine, special and contingency public affairs events, to include:</p> <ul style="list-style-type: none"> • Command public affairs goals and policies • Tours and base visitations • Guest cruises • Media Embarks • Commissioning and decommissioning ceremonies • Accident and contingency situations • Official Navy ceremonies • Community Relations functions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i> , Chapters 2 through 5 and Appendix I through VIII
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on writing various public affairs annexes for Navy special events, ceremonies, and contingency situations.

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General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop contingency and crisis public affairs plans
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the requirements for developing contingency and crisis public affairs, to include:</p> <ul style="list-style-type: none"> • Evaluating public affairs events and situations • Developing public affairs strategies • Coordinating media coverage • Planning for media visits and embarks • Activating Command Information Bureaus during contingency operations • Arranging media travel/orientation flights • Scheduling/coordinating news conferences and media briefings • Organizing media pools • Setting policy for information release • Coordinating photo and visual coverage
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 3 through 8 • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 2, 3, and 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the various types of public affairs contingency and crisis situations; arranging media coverage; media embarks and tours; news conferences; media pools; arranging photo and visual coverage; Command Information Bureaus and special event news releases.</p>

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General JO <i>Skill Area</i>	Public Affairs
A <i>skill</i> you are expected to perform from the General Skill Area above:	Direct public affairs coverage
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall the requirements for coordinating public affairs coverage of Navy events, ceremonies, and contingency situations, to include:</p> <ul style="list-style-type: none"> • Arranging media transportation • Establishing media ground rules • Activating working parties • Scheduling news, photo, and visual coverage • Conducting pre-departure briefings • Scheduling news conferences, media briefings, and Navy ceremonies • Approving news releases and bulletins • Coordinating media pool coverage • Receiving and processing media queries • Arranging host nation/embassy support
<i>References</i> you should study to gain the knowledge you need to perform this skill:	SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i> , Chapters 2 through 6 and Chapter 8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements for directing public affairs coverage for all types of public affairs special events, ceremonies, and contingency situations.

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General JO <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Schedule news conferences
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the requirements for scheduling and coordinating news conferences, to include:</p> <ul style="list-style-type: none"> • Identifying and briefing command participants • Informing the media of date, time, and location • Establishing site requirements for parking and electrical power • Coordinating facilities for filing stories • Drafting a rough itinerary • Compiling press kits on a topic • Preparing set ambiance for video coverage • Arranging seating for media • Setting ground rules
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2 through 5 • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 3 and 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on scheduling and conducting news conferences; compiling press kits; coordinating media embarks; and organizing news conferences.

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General JO <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Schedule civilian and media embarks
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the various requirements for scheduling civilian and media embarks, to include:</p> <ul style="list-style-type: none"> • Arranging transportation • Establishing tours guides • Conducting tours of ship/station spaces • Arranging berthing areas • Assembling Welcome Aboard pamphlets and brochures • Establishing media work spaces • Scheduling interviews • Arranging photo, print, and visual support • Conducting orientation and welcome aboard briefs • Establishing ground rules
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i>, Chapters 2 through 6 and Chapter 8 • OPNAVINST 5720.2, <i>Embarkation in U.S. Naval Ships</i> • NAVEDTRA 12706, <i>Journalist 1&C Training Manual</i>, Chapters 4 and 5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the arranging media transportation; conducting tours; media work space requirements; arranging photo, print and visual support; preparing Welcome Aboard brochures and pamphlets;

	establishing the ground rules for civilian and media embarks; and conducting orientation and welcome aboard briefs.
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Advancement Handbook for JOC

General JO <i>Skill Area</i>	Management and Supervision
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop and analyze public affairs plans and programs
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the requirements for establishing public affairs plans and programs, to include:</p> <ul style="list-style-type: none"> • Establishing command community relations program • Coordinating command speakers bureau • Developing command internal and external information program • Coordinating command media relations program • Developing command static displays • Coordinating command ceremonies and special events
<i>References</i> you should study to gain the knowledge you need to perform this skill:	SECNAVINST 5720.44A, <i>Department of the Navy Public Affairs Policy and Regulations</i> , Chapters 3 through 6
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements for coordinating various command programs; releasing internal and external command information; coordinating Navy ceremonies and special events; developing command static displays; coordinating command speakers bureau; and establishing command media relations.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
J03	NAVEDTRA 12704	Journalist 3&2 Training Manual	All	Note 2
	NAVEDTRA 12700	Photography (Basic) Training Manual	Chapters 3, 4, 5, 6, 8, 10, 11, 12, and 13	Note 2
	SECNAVINST 5720.44A	Department of the Navy Public Affairs Policy and Regulations	Chapters 1 through 10	Note 1
	DoD 5120.20R	Management and Operation of the Armed Forces Radio and Television Service (AFRTS)	Chapters 1 through 9	Note 3
	DoD 5120.20R, Appendix F	Armed Forces Radio and Television Service (AFRTS) Program Materials	Chapters 1 through 6	Note 3
	SECNAVINST 5430.9	Assignment of Public Affairs in the Department of the Navy	All	Note 1
	SECNAVINST 5870.5	Permission to Copy Materials Subject to Copyright	All	Note 1
	SECNAVINST 5870.6	Copyright and Works of Authorship Prepared by Department of the Navy Personnel	All	Note 1
	SECNAVINST 5720.42	Department of the Navy Freedom of Information Act	All	Note 1
	SECNAVINST 5211.5	Personal Privacy and the Rights of Individuals Regarding Records Pertaining to Themselves	All	Note 1
	Associated Press	Fully Updated	All	

	Stylebook and Libel Manual	Version, 1992		
	DoD 5230.9	Stars and Stripes Newspapers and Business Operations	All	Note 1
	SECNAVINST 5724.3	Instructions and Policy Concerning Fleet Home Town News Program	All	Note 1
	NAVEDTRA 10298	Yeoman 3&2 Training Manual	Chapter 5	Note 2
	SECNAVINST 5216	Navy Correspondence Manual	All	Note 1
	OPNAVNOTE 5720	Department of Defense Newspapers, Magazines and Civilian Enterprise Publications	All	Note 1
	DoD 5230.9	Clearance of DoD Information for Public Release	All	Note 1
	SECNAVINST 5720.47	Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites	All	Note 1
	OPNAVINST 5720.2	Embarkation in U.S. Naval Ships	All	Note 1
You are responsible for all previous JO3 references and the following additional references:				
JO2	NAVEDTRA 12700	Photography (Basic) Training Manual	Chapters 1,2, and 7	Note 2
	DoD 5120.20R	Management and Operation of the Armed Forces Radio and Television Service (AFRTS)	Chapters 10, 14, and 15	Note 3
	DoD 5122.10	American Forces Information Service (AFIS)	All	Note 1
	NAVMEDIACENINST 3120.1	Standard Organization and Regulations Manual of the Navy	All	Note 1

		Broadcasting Service		
	DoD 5211.11	Stars and Stripes Newspapers and Business Operations	All	Note 3
	DoD 5500.7R	Standards of Conduct	All	Note 3
	OPNAVINST 5750.12	Command Histories	All	Note 1
You are responsible for all previous JO3 and JO2 references and the following additional references:				
JO1	NAVEDTRA 12706	Journalist 1&C Training Manual	Chapters 1 through 9 and Appendixes I through VIII	Note 2
	SECNAVINST 5720.44A	Department of the Navy Public Affairs Policy and Regulations	Appendixes A through G	Note 1
You are responsible for all previous JO3, JO2, and JO1 references and the following additional references:				
JOC	DoD 5120.20R	Management and Operations of the Armed Forces Radio and Television Service (AFRTS)	Chapters 11 and 12	Note 3
	OPNAVINST 5090.1	Environmental and Natural Resources Protection Manual	All	Note 1

LEGEND:

Note 1 – Unclassified OPNAV and SECNAV instructions are available online at: <http://neds.nebt.daps.mil/Directives/dirindex.html>

Note 2 – Naval training manuals (TRAMANs) and non-resident training courses (NRTCs) are available online at: www.cnet.mil/netpdtc/products.htm

Note 3 – Department of Defense unclassified notices and instructions are available online at: www.defenseLINK.mil